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UNITED STATES
DEPARTMENT OF
AGRICULTURE

ID AN 1597 (RD INST. 1930-C & HB-1-3550)
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April 29, 2004

SUBJECT: State of Idaho Department of Labor (DOL) Wage Matching for
Single Family Housing (SFH) and Multi-Family Housing (MFH)

TO: Area Directors
Multi-Family Housing Specialists
Single Family Housing Specialists
USDA, Rural Development, Idaho

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to establish guidelines regarding the occurrence of wage and benefit matching for SFH and MFH through the DOL.

COMPARISON WITH PREVIOUS AN:

Replaces ID AN No. 1356 (1930-C and HB 3550) dated February 2, 1998.

IMPLEMENTATION RESPONSIBILITIES:

This AN will clarify the procedure for obtaining wage matching information from the DOL.

Wage matching is inclusive of SFH and MFH processing and servicing actions. For wage earning SFH applicants/borrowers, USDA, Rural Development will wage match 5% of those households that receive Form 1944-59, "Certificate of Eligibility". The wage matching request should include all adult members of the household, whether or not they have reported taxable income. The Centralized Servicing Center (CSC) will have the responsibility of wage matching for interest credit/payment assistance renewals. Ten percent (10%) of all MFH tenants will be wage matched, along with 100% of zero income tenants.

All offices will send in a list of SFH applicants to the State Office by the 15th of each month to be wage matched. Area Offices will send in a list of tenants to the State Office by the 15th of each month to be wage matched. Attachment A, which is a spreadsheet, will be the format used to send in these requests. All fields must be completed. You may send this information in by diskette or by email. Shortly after the 15th of each month, all information received will be compiled onto a diskette and forwarded onto the DOL.

EXPIRATION DATE:
April 30, 2005

FILING INSTRUCTIONS:
Preceding RD Instruction 1930-C
and HB-1-3550

Once the information is received from the DOL, the State Office will forward the results to your office.

Also attached to this AN is an example of the two reports that we will receive from the DOL:

- DOL Wage Matches - Contains a record for each employer reporting wages in the audit year.
- DOL Claim Matches - Contains a record for each claim with information about the audit year.

Requests for DOL services will be handled by the State Office. Local and Area Offices are not authorized to request data directly from DOL.

THE BORROWER'S WRITTEN INCOME INFORMATION RECEIVED FROM THE IDAHO DEPARTMENT OF LABOR, EMPLOYMENT DIVISION IS OBTAINED IN STRICT CONFIDENTIALITY AND MAY BE USED ONLY TO VERIFY APPLICANT/BORROWER/TENANT ELIGIBILITY FOR RHS LOANS AND TENANT ELIGIBILITY. THIS INFORMATION MAY BE RELEASED TO THE PROJECT OWNER OR MANAGEMENT AGENT, IF A SIGNED DOL "AUTHORIZATION FOR RELEASE OF INFORMATION" FROM THE INDIVIDUAL TENANT IS ON FILE.

From this time forward, on all new tenant certifications and tenant re-certifications, the borrower/manager will be **required** to obtain a signed DOL "Authorization for Release of Information" (Attachment C) for every MFH tenant. This will allow the information provided by the Department of Labor to be shared for income verification purposes. If a wage match comes back that shows a discrepancy, the MFH Specialist will need to request a copy of the signed DOL "Authorization for Release of Information" on file before providing the information supplied directly from DOL. If there is no DOL "Authorization for Release" on file due to the timeliness of this AN, you will treat the information supplied from DOL as you have in the past. The information cannot be shared directly with the management company/borrower unless a release is on file.

For **all** SFH applicant/borrowers, it will also be necessary to get a signed DOL "Authorization for Release of Information" (Attachment C) to verify income used for payment assistance.

If you have any questions regarding the diskette or the spreadsheet, please contact Kathy Bashaw at 208-378-5613. If you have any questions regarding wage matching, please contact LaDonn McElligott at 208-378-5628.

MICHAEL A. FIELD
State Director

NOTE: See hard copy for attachments

Attachment A - Example of Spreadsheet Request Form
Attachment B - Memorandum of Understanding between USDA, Rural Development and the Idaho Department of Labor, including new amendment dated 4/17/04.
Attachment C – DOL "Authorization for Release of Information"
Attachment D – Sample Letter for Discrepancy in Income
Attachment E - Sample Report - DOL Wage Matches
Attachment F - Sample Report - DOL Claim Matches